

Title: Executive Secretary

Summary:

The Executive Secretary shall operate as the Worcester Retirement System's Chief Executive Officer subject to the direction of the Worcester Retirement Board. The Executive Secretary shall be responsible for the management of the system's day-to-day operations, including but not limited to, the oversight of the System's financial operations, investments, administration of retirement benefits, procurement of the supplies and services, and the supervision of employees, consultants, and vendors. The Executive Secretary shall be responsible for ensuring that the System operates pursuant to M.G.L. Chapter 32, the PERAC promulgated rules and regulations, as well as Board policies. The Executive Secretary shall keep current by reading professional reports, communicating with professional associations, and attending such courses, institutes, and seminars as may be necessary or appropriate for the Executive Secretary's professional development, subject to Board approval.

Essential Functions and Responsibilities:

Board Meetings:

The Executive Secretary shall attend board meetings; ensure the proper posting of meetings and agendas, assemble all documents necessary for meetings, and provide documents for each Board Member. The Executive Secretary shall make arrangements to ensure the attendance at Board meetings of legal counsel, investment consultant and managers, System members and any other individuals that are required. The Executive Secretary shall be responsible to ensure that meetings are properly recorded and minutes prepared in a timely manner, that all hearings are held in accordance with the Open Meeting Law and PERAC regulations, and ensure the proper implementation of all Board votes.

Accounting:

The Executive Secretary shall be responsible for the oversight of the System's financial management, including the preparation of all financial records: general ledger, trial balance, and receipt/disbursement/adjustment journals. The Executive Secretary shall ensure that all financial reporting is done in accordance with PERAC's rules and regulations, and that the Annual Statement shall be filed in a timely manner. The Executive Secretary should have proficient knowledge of Microsoft Word and Excel Programs, and are able to proficiently use the System's PTG retirement software.

Investments:

The Executive Secretary must be able to prepare investment related documents and process investment transactions such as cap calls, redemptions, and payment of management fees.

Retirement Administration:

The Executive Secretary shall ensure that all System members are provided with prompt and accurate retirement counseling, and that all member annuity savings accounts are

properly recorded, transferred, or refunded as appropriate. The Executive Secretary shall ensure that all member files are complete and that all member statements are issued in a timely manner. The Executive Secretary shall ensure that all retirement benefit calculations are accurate and payments to benefits to retirees and survivors as well as issuance of tax statements are done in a timely manner.

Education, Knowledge, Qualifications, and Skills:

The Executive Secretary should be familiar with defined benefit plans, and M.G.L. Chapter 32. The Executive Secretary should have management experience and a general understanding of federal and state laws and regulations that apply to a public body. The Executive Secretary must have strong analytical skills, attention to detail, and the ability to troubleshoot and resolve issues. The Executive Secretary should possess the knowledge and experience necessary to manage a governmental entity including an understanding of the laws, rules, regulations, and practices associated with the Open Meeting Law, Public Records Law, Ethics and Conflict of Interest Laws, Procurement Laws, Employment Laws, and all other laws, rules, and regulations that Customarily apply to public bodies and specifically to public retirement systems in Massachusetts. Bachelor's Degree and experience with MA Public Pension a minimum 3-5 years required.

Salary Range: \$76,700 to \$118,500 commensurate with experience and qualifications

Office Hours: 8:00 am – 4:30 pm M-F

Benefits:

- *City Retirement
- *Deferred 457 (Optional)
- * Health Life /Dental Insurance
- *Flexible Spending Account
- * Non Union Position

Application Deadline: August 15, 2019

The Worcester Retirement Board is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply. Preference given to Worcester Residents.

To Apply for this Position:

Please provide either an electronic or paper Cover letter of interest and resume to:

earlyb@worcesterma.gov or Worcester Retirement Board

ATTN: Elizabeth Early
455 Main Street
City Hall Rm. 103
Worcester, Ma. 01608